



JOB OPPORTUNITY

CALIFORNIA STATE DEPARTMENT OF INSURANCE

ASSOCIATE GOVERNMENTAL PROGRAM ANALYST

WILL CONSIDER STAFF SERVICES ANALYST

\$4,400 - \$5,508 (AGPA) or \$2,817 - \$4,579 (SSA)

COMMUNITY PROGRAMS BRANCH

Insurance Diversity Program

SACRAMENTO

Limited Term - 18 months*

*****If you previously applied for this position, you do not need to re-apply.***

RESPONSIBILITIES:

The California Department of Insurance seeks an energetic, motivated candidate for the position of Associate Governmental Program Analyst. The incumbent will work under the direction of the Chief, External Affairs of the Community Programs Branch, the incumbent will be responsible for the analysis, promotion and publication of insurance diversity data calls; planning, organization and execution of Department-hosted insurance diversity events; support of the Commissioner-appointed Insurance Diversity Task Force; and coordination of all communications, public relations, and external functions regarding the Insurance Diversity Program. The incumbent is required to work independently with minimal supervision and must be able to carry out assignments on their own initiative without detailed instructions. For more information about the Department's Insurance Diversity Program, go to www.insurance.ca.gov/diversity.

DESIRABLE QUALIFICATIONS:

- Excellent writing and verbal communication skills
- Experience in program coordination, event planning, communications and/or public relations strategy
- Develop, strategize and coordinate a newly formed program/initiative
- Organize, plan and execute projects and events from start to finish
- Handle multiple priorities and tight deadlines effectively
- Analyze data and express ideas and information clearly, accurately, and in an organized manner, orally and in writing
- Negotiate complex, controversial, or sensitive matters under stressful conditions
- Act independently, and be open-minded and flexible to other ideas and solutions, and be tactful
- Develop effective working relationships with all levels of staff
- Ability to exercise sound judgment and diplomacy in dealing with sensitive and confidential assignments
- Experience with data collection, research, and/or policy analysis
- Knowledge of insurance, diversity issues (including supplier diversity and governing board diversity), diverse communities and businesses (including women-, minority-, and disabled-veteran owned businesses), and/or procurement

WHO MAY APPLY:

Applications will be accepted from current State employees at the Associate Governmental Program Analyst level, those within transfer range, or individuals who have list eligibility. Training and Development Assignments may be considered. All applications will be reviewed; however, only the most qualified candidates will be interviewed. Applicants currently on SROA lists or employed by a surplus department are encouraged to apply. ***All applicants must clearly indicate the basis of their eligibility (i.e. SROA, surplus, reemployment, reinstatement, transfer, or list eligibility) on the state application.***

***This position is limited term for eighteen 18 months - may become permanent**

08/06/13 NT

DO NOT SUBMIT APPLICATIONS TO CalHR

AN EMPLOYER OFFERING EQUAL EMPLOYMENT OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.



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APPLICATION PROCEDURE: Please mail a completed standard [State Application STD 678](#) to Nicole Terrell, Department of Insurance, Human Resources Management Division, 300 Capitol Mall, Suite 1300, Sacramento, CA 95814. **PLEASE INDICATE “Associate Governmental Program Analyst #413-XXX-5393-XXX” ON THE STATE APPLICATION.** APPLICATIONS RECEIVED WITHOUT THE ABOVE INFORMATION MAY NOT BE CONSIDERED FOR REVIEW. **DO NOT EMAIL APPLICATION.** Applications must be postmarked by the final filing date to be considered. For additional information, please call (916) 492-3316 or email Nicole.terrell@insurance.ca.gov

FINAL FILING DATE: Tuesday, August 13, 2013 by 5:00pm, Close of Business

NOTE: Interested Individuals, including list eligibles, must submit applications in order to be considered for this position. Possession of minimum qualifications will be verified prior to interview and/or appointment. If it is determined an applicant does not meet the minimum qualifications, the application will be forwarded to CalHR and the applicant's name may be removed from the eligibility list. If you are applying for more than one recruitment, a separate State Application (STD 678) is required for each recruitment for which you would like to be considered.

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